


myVTax Guide: LV-314 Return Navigation for Listers

As a lister, you will need to enter certain information on Form LV-314, Notice of Withdrawal from the Use Value Appraisal Program. This guide is designed to help you navigate the form and upload a document while logged into myVTax at myVTax.vermont.gov.

Enable pop-ups when working in myVTax. Pop-up blockers may prevent certain windows from appearing.

Step 1

- **Log into** your account on **myVTax**.
- In the **LUC Values Request** tab, click on **Confirmation Number**.
- In the **I Want To** column, click **Edit Submission** to get to the return.

 **I Want To**

[View Submission](#)

[Print Submission](#)

[Edit Submission](#)

Step 2

Review the information on the **Land Use Change Tax Return (LV-314)** screen (not shown) and click the **Next** button in the bottom left-hand corner.

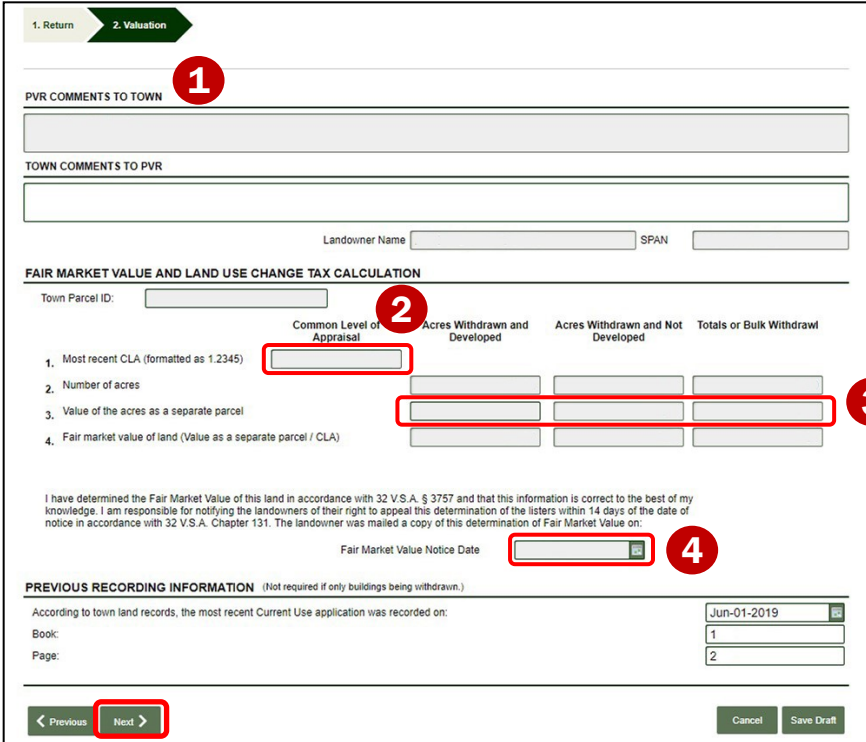
Step 3

This brings you to the Valuation section. If you will be attaching any documents in Step 4, describe them in the **Town Comments to PVR** section. **1**

Complete the following **required** fields:

- 2** The Most Recent CLA (Common Level of Appraisal)
- 3** Acres Withdrawn and Developed, Acres Withdrawn and Not Developed, and Totals or Bulk Withdrawal
- 4** Fair Market Value Notice Date

Click **Next**.



1. Return 2. Valuation

1

PVR COMMENTS TO TOWN

TOWN COMMENTS TO PVR

Landowner Name SPAN

FAIR MARKET VALUE AND LAND USE CHANGE TAX CALCULATION

Town Parcel ID:

	Common Level of Appraisal 2	Acres Withdrawn and Developed	Acres Withdrawn and Not Developed	Totals or Bulk Withdrawal 3
1. Most recent CLA (formatted as 1.2345)	<input type="text"/>			
2. Number of acres		<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Value of the acres as a separate parcel		<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Fair market value of land (Value as a separate parcel / CLA)		<input type="text"/>	<input type="text"/>	<input type="text"/>

I have determined the Fair Market Value of this land in accordance with 32 V.S.A. § 3757 and that this information is correct to the best of my knowledge. I am responsible for notifying the landowners of their right to appeal this determination of the listers within 14 days of the date of notice in accordance with 32 V.S.A. Chapter 131. The landowner was mailed a copy of this determination of Fair Market Value on:

Fair Market Value Notice Date **4**

PREVIOUS RECORDING INFORMATION (Not required if only buildings being withdrawn.)

According to town land records, the most recent Current Use application was recorded on:

Book: Jun-01-2019

Page: 1

2

Step 4

If you have any supporting documents to attach, you may upload them here.

- Select **Yes**. **1**
- Click **Add** **2** to upload your document(s).

Be sure you have written a comment in the **Town Comments to PVR** section in Step 3 to explain which documents are attached. If not, click **Save Draft** and return to Step 3.

Click **Next** **3** when done.

! Note: Clicking **Save Draft** does not submit your request to the Department. It only saves your progress.

Step 5

Additional correspondence that is not part of the supporting documents in Step 4 may be uploaded here. **1** PDF files are preferred.

To **submit** your request to the Vermont Department of Taxes, click **Submit**. **2**

To **save** your request to come back to and finish later, click the **Save Draft** **3** button.

Step 6

- **Print** Form LV-314 and sign the letter where indicated on the third page.
- Mail the form and letter to the landowner.

Immediately notify the Current Use Program if your Fair Market Value Determination is appealed. Current Use value appeals follow the same appeals process as all other grand list value appeals to the town, according to Vermont law at 32 V.S.A. § 3758(b).

For guidance on determining the Fair Market Value, visit our website at tax.vermont.gov/municipal-officials/listers-and-assessors